

CHECKLIST FOR NCC CASES**Yes No NA****Nature of Action Information:**

____ Nature of action specified? (T42 pay adjustment, T42 appointment, etc.)
 ____ Title 42(f) time-limited or indefinite or Title 42(g) time-limited specified?
 ____ Current (if applicable) and proposed Category, Band, and Tercile specified?
 ____ Current (if applicable) and proposed series specified?
 ____ IC Standing Committee recommendation & date of review included? (not required for Senior Scientific Leaders)
 ____ Approval by IC Director included?
 ____ Reason case is being sent to the NCC specified?

Yes No NA**Position Information:**

____ Nature of the position being filled/recommended for pay adjustment discussed?
 ____ Level of the position with the IC & importance of the program to the IC mission described?
 ____ Are trans-NIH assignments/activities of position provided?
 ____ For recruitment/selection actions, is search history & recruitment efforts described?
 ____ Have all approvals required been obtained prior to submitting case to NCC, e.g., DDIR/DDER for appointment/waiver/exception?
 ____ Organization chart included with package

Yes No NA**Candidate Information:**

____ CV and bibliography included?
 ____ Are candidate's specific qualifications, achievements, awards, publications, etc., and their significance with respect to the position information described discussed?
 ____ Results of any other internal reviews (in addition to IC Standing Committee) provided?
 ____ Recent Board of Scientific Counselors' report provided?
 ____ If candidate is not a Federal employee at present, is nature, difficulty, scope and level of responsibility of his/her current position described?

Yes No NA**Salary Justification:**

____ Are current base salary, discretionary increases¹ & total compensation for the last **four** calendar years specified?
 ____ Are the proposed salary, discretionary increases and total compensation given?
 ____ Is the difference between the current and proposed compensation provided?
 ____ Is salary level proposed justified with respect to the Pay Setting Criteria as described in the Pay Model and the specific tercile requirements, e.g. seminar presentations, etc.
 ____ If position is Staff Scientist or Investigator, is salary requested at the locality equivalent for GS-13, step 1 or higher?
 ____ Are the names of any current NIH employees performing similar functions or in similar positions in other ICs or at the NIH level identified?
 ____ If yes, are any similarities and/or differences with the subject position discussed?
 ____ Are competing job offers described? Are they specific? Are copies included, if available?
 ____ Are other benchmarks used in determining the proposed salary level described?
 ____ For outside candidates, is a clear and objective comparison provided if the level of compensation proposed is intended to offset any decrease or loss of outside benefits?
 ____ If justification is based on a higher cost of living at the NIH assignment, is a clear and objective comparison (e.g., Runzheimer Report) provided?

Yes No NA**References:**

____ Are references attached that were collected as part of a search or as evidence of meeting tercile requirements?

Yes No No**Copies:**

____ Original and 12 copies provided?

¹ Discretionary increases for Federal employees include (but are not limited to): monetary awards of any type, T38 pay, PCA, 3Rs allowances, etc. For external candidates, consulting fees should be included as discretionary pay only if candidate will be unable to continue any consulting for ethical reasons.